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11 December 1961

TO: Chief, CI/ICG
FROM: Chief, CI/ICG/AMS
THROUGH: ICG/Deputy for Production
SUBJECT: Adoption of Records Control Schedule by ICG

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1. Attached is the revised Records Control Schedule (RCS) for ICG for your consideration and approval for adoption in ICG. Both [REDACTED] and I have reviewed it and believe that carrying out of this proposed RCS in ICG will provide an economic and practical way not only to dispose of a large amount of outdated material currently reposing in our files, but to ensure that our holdings hereafter consist only of currently useful and ready reference materials. Strict adherence to the RCS will ensure that our files will improve in quality and contain only current materials plus older documents of ready reference value.

2. I propose that each geographic area branch and IRS researcher be given their respective portion of the RCS with a specific time table suggested for them to adopt. The country subject file is the most important section to be scheduled for regular review. This time table will be prepared by myself in conjunction with each respective branch and researcher and inserted into the RCS in the right-hand margin. Upon revision and adoption by the respective component or researcher, I will reorganize the schedule into a form that ICG can use for administrative purposes; this will be based upon the specific time table. After your approval of each component's or researcher's section, I will consolidate the review schedules into a single ICG schedule. This ICG schedule I will review regularly to ensure that action is taken as planned and on time. I propose that I submit to you thereafter through Deputy for Production, a report every three months (first report to be due on 1 April 1962) on non-compliance and changes in the overall schedule.

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3. Attached as a sample is the schedule suggested for WH Branch.

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4. Attached also is a copy of the revised Records Control Schedule for ICG with correspondence from the DD/P Records Management officer, and the CIA Records Administrative officer. [REDACTED] has just returned to us the final revisions of some sections of the RCS; these have been inserted in the attached copy of the RCS. [REDACTED] has asked that if this RCS meets with your approval, you indicate such concurrence by signing in the proper place on the page immediately under the yellow-colored front cover of the RCS. He then wants this copy of the RCS to obtain the other signatures needed.

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